

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1078

**TITLE:** DIRECTOR OF COMMUNITY HEALTH DEVELOPMENT & PREPAREDNESS

**GRADE:** S-33

**DEFINITION:**

Under administrative direction, plans, directs, evaluates and manages community health development and preparedness services, goals and programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is an administrative, managerial class with overall accountability for the quality and effectiveness of community health development and preparedness programs and the achievement of agency goals and objectives.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Plans, organizes, directs and manages community health development and preparedness programs and activities;

Develops and monitors division's annual budget, performance measurements, memorandum of agreements and grants;

Provides leadership to the division, supervises senior division staff and participates in policy development for agency-wide efforts with focus on building sustainability, leveraging community assets and strengthening an integrated public health system;

Oversees the agency-wide strategic planning process and MAPP (Mobilizing for Action through Planning and Partnerships), a community wide strategic planning framework for improving public health;

Participates as a member of the senior management team in planning and coordinating agency programs, services and activities to maximize resources;

Oversees the agency MPH Internship rotation program, updates memorandum of agreement(s) with local universities and research projects;

Directs community capacity building, outreach services to include health education and promotion, agency-wide strategic planning, mobilization of volunteer staff, and building partnerships with human services and the community;

Manages the ongoing development and implementation of agency emergency preparedness efforts to ensure effective response to public health trends and threats;

Monitors public health trends and facilitates development of initiatives and service priorities that advance agency's transition to population based public health service delivery,

Mobilizes existing and establishes new strategic community partnerships through community engagement and ensures capacity and resiliency building efforts to strengthen local public health system;

**CLASS CODE:** 1078

**TITLE:** DIRECTOR OF COMMUNITY HEALTH DEVELOPMENT & PREPAREDNESS

**GRADE:** S-33

Page 2

Coordinates activities with other local, state or federal agencies to facilitate a proactive approach to meeting current and future public health needs;

Ensures that programs and activities comply with federal, state and county laws, regulations and ordinances;

Reviews and/or proposes legislation and/or amendments as needed;

Represents agency in contacts with state, county, community, public safety and other human service provider forums;

Testifies before county officials and legislative and regulatory groups;

Makes presentations to community groups and advisory boards.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Extensive knowledge of public health practice and public health preparedness;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting and management analysis), and the ability to apply them;

Knowledge of Federal, state and County laws, regulations and ordinances affecting public health and the ability to interpret them and apply them correctly;

Knowledge of best practices for human service agencies from a federal, state and local perspective;

Knowledge of social determinants that influence the health of the community and strategies to achieve health equity;

Knowledge of best practices in conducting community outreach services, capacity building, health education and promotion;

Ability to develop and apply new insights, innovative solutions and nontraditional approaches to community outreach and preparedness activities;

Ability to solve problems and resolve conflicts;

Ability to analyze data and draw sound conclusions;

Ability to develop and manage department-wide strategic plan;

Ability to effectively coordinate and implement departmental goals and objectives;

Ability to establish strategic community partnerships through community engagement;

Ability to identify interrelationships across department divisions and to leverage internal and external resources;

Ability to plan, direct and coordinate the work of staff;

Ability to effectively manage, train and motivate employees;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, coworkers,

County officials, public and private sector organizations, community groups and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited college or university with a Master's Degree in human services, health services, public health, public administration or related field: PLUS

**CLASS CODE:** 1078

**TITLE:** DIRECTOR OF COMMUNITY HEALTH DEVELOPMENT & PREPAREDNESS

**GRADE:** S-33

Page 3

Four years' progressively responsible professional experience in a public health/community health setting, public health preparedness or strategic planning, including at least three years of experience supervising a major organizational branch of health and/or human service professionals.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

None

ESTABLISHED: May 21, 2010